

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday November 1, 2022

Chairperson Wastlund called the meeting to order at 6:00 P.M. The meeting was held in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham
Absent: Koehler
Other Members: Bobholz, Hazard
Staff: Patrick Cannon

2. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

3. Approval of Agenda

A motion was made to approve the Agenda as presented
Fordham (1); Wastlund (2)
Aye: All via voice vote

4. Approval of Minutes – October 27, 2022

A motion was made to approve the Minutes with a minor changes
Fordham (1); Wastlund (2)
Aye: All via voice vote
Nay: None

5. Public Comment

No one from the public wished to speak.

6. Old Business

A. No Items listed

7. New Business

A. Consideration and discussion of authorizing a Resolution to approve the 2023 CDA Capital and Operating Budgets.

Staff noted that the Resolution would be considered by the Board after completion of the Public Hearing.

After careful review, the Committee acknowledged the Resolution and forwarded it to the Board.

No formal action was taken.

B. Consideration and discussion of authorizing a Resolution to approve the Section 18 Disposition for Corson Square.

Staff noted that the Resolution is part of the HUD requirements for the Section 18 conversion. The resolution begins the formal conversion process.

Motion:

To recommend to the Board that the CDA approve the Section 18 Disposition Resolution.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

C. Consideration and discussion of issuance of a Request for Qualifications for Legal Services regarding the Section 18 Conversion for Corson Square.

Staff noted that HUD would require the CDA to complete formal RFP's for these services. Staff has drafted the RFQ. It was noted that there are limited firms that preform this type of service.

After careful review and discussion, the Committee moved to recommend to the Board that the Request for Qualifications be approved.

Motion:

To recommend to the Board that the CDA approve the Request for Qualification for Legal Services.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

D. Consideration and discussion of a Request for Qualifications for Development Services for Corson Square.

Staff noted that as a part of the planned Section 18 conversion, the CDA will need to work with a Developer to construct a new facility. HUD is requiring that a Request for Qualifications (RFQ) be issued for this service.

With the assistance of Baker Tilly, staff has drafted an RFQ.

After careful review, the Committee moved to recommend that the Board authorize the issuance of the RFQ.

Motion:

To recommend to the Board that the CDA approve the Request for Qualification for Development Services and authorize the issuance.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

E. Consideration and discussion of a Memorandum of Understanding with Sauk County Housing Authority.

Staff noted that the Memorandum of Understanding (MOU) is required as part of the Section 18 conversion. The MOU would establish the relationship between the CDA and Sauk County Housing Authority so they could serve as a required Third Party for the application process.

It was noted that this is an initial draft of a MOU. Both HUD and Sauk County Housing Authority will need to review the document and approve its contents.

After discussion of the matter, the Committee took no action.

8. Committee Member Comments

None

9. Adjournment

A motion was made to adjourn the meeting at 6:26 P.M.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder